



**AGENDA
ENFIELD TOWN COUNCIL
SPECIAL MEETING**

**Monday, June 2, 2008
5:30 p.m. – Enfield Room**

- 1. Roll Call**
- 2. Executive Session**
 - a. Personnel Matters
 - b. Pending Litigation
 - c. Real Estate Negotiations
- 3. Adjournment**



**AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING**

**Monday, June 2, 2008
7:00 p.m. – Council Chambers**

6:45 Public Hearing

**Proposed Ordinances Amending Chapter 14 Buildings & Building Regulations,
Article II Building Code, Section 14-32 Fee Schedule.**

**Chapter 66 Planning, Article IV Land Use Applications Fees, Section 66-97 Zoning
Permit Fee Schedule.**

1. Prayer – Clemence Dumont.
2. Pledge of Allegiance.
3. Roll Call.
4. Fire Evacuation Announcement.
5. Minutes of Preceding Meeting(s).
 - Special Meeting – May 19, 2008
 - Regular Meeting – May 19, 2008
6. Special Guests.
 - Registrar of Voters
7. Public Communications and Petitions.
8. Councilmen Communications and Petitions.
9. Town Manager Report and Communications.
10. Town Attorney Report and Communications.
11. Report of Special Committees of the Council.

12. OLD BUSINESS.

A. Appointment(s) - Town Council Appointed.

1. **Area 25 Cable Television Advisory Committee** - The term of office of Mark David Smith (U) expired 06/30/04. Replacement term would be until 06/30/08. (Tabled 06/21/04)
2. **Area 25 Cable Television Advisory Committee** - The term of office of Robert W. Tkacz (R) expired on 06/30/06. Reappointment or replacement would be until 06/30/08. (Tabled 06/05/06)
3. **North Central Regional Mental Health Board** - A vacancy exists due to the resignation of Everett A. Gamble (D). Replacement term would be indefinite. (Tabled 01/05/04)
4. **Ethics Commission** – The term of office of Kenneth M. Varriale, Alternate, and (U) expired 10/31/07. Reappointment or replacement would be until 10/31/09. (Tabled 10/01/07)
5. **Ethics Commission** – The term of office of Mark T. Sargent, Alternate, (R) expired 10/31/07. Reappointment or replacement would be until 10/31/09. (Tabled 10/01/07)
6. **Enfield Beautification Committee** – The term of office of Alexandra Bozzuto (R) expired 12/01/07. Reappointment or Replacement would be until 12/01/10. (Tabled 12/3/07)
7. **Enfield Beautification Committee** – The term of office of Barbara W. Wielgos (U) expired 12/01/07. Replacement would be until 12/01/10. (Tabled 12/3/07)
8. **Clean Energy Committee** – A vacancy exists due to the resignation of Jonathan Grande (R). Term of office would be until two years of date of appointment. (Tabled 5/19/08)
9. **Enfield Revitalization Strategy Committee** – The term of office of Joan Smith (U) expired 4/30/08. Replacement would be until 4/30/11. (Tabled 5/19/08)
10. **Cultural Arts Committee** – The term of office of James Brislin (R) expires 5/31/08. Reappointment or Replacement would be until 5/31/10. (Tabled 5/19/08)

B. Appointment(s) - Town Manager Appointed/Council Approved.

1. **Housing Code Appeals Board** - The term of office of Constance P. Harmon, alternate (R) expired on 05/01/01. Replacement term would be until 05/01/11. (Tabled 05/07/01)

2. **Housing Code Appeals Board** - The term of office of Lawrence P. Tracey, Jr. (R), insurance, alternate, expired 05/01/06. Replacement would be until 05/01/11.
 3. **Building Code Appeals Board** - The term of office of Joseph F. Petronella (D), contractor, expired 11/01/04. Replacement term would be until 11/01/09. (Tabled 11/25/04)
 4. **Building Code Appeals Board** - A vacancy exists due to the resignation of Kenneth J. Bergeron, (D) Chairman, Architect. Replacement term would be until 11/01/11. (Tabled 10/16/06)
 5. **Fair Rent Commission** - A vacancy exists due to the resignation of Tom Baziak, Tenant (D). Term of office would be until 06/30/09. (Tabled 11/20/06)
 6. **Fair Rent Commission** - A vacancy exists due to the resignation of Pamela Hall, Tenant (D). Term of office would be until 06/30/09. (Tabled 11/20/06)
 7. **Fair Rent Commission** – The term office of Arthur Graves, Homeowner (D) expired 06/30/07. Replacement term would be until 06/30/09. (Tabled 07/02/07)
- C. Discussion: Use of Facilities. (Tabled 11/13/06)
- D. Discussion/Resolution: 9 Gordon Lane. (Tabled 09/17/07)
1. Request for Transfer of Funds –CIP - \$40,000.
- E. Discussion: Tax Delinquency List. (Tabled 11/26/07)
- F. Discussion: Town Owned Properties. (Tabled 11/26/07)
- G. Discussion: Personnel Rules and Procedures. (Tabled 1/22/08)
- H. Discussion: Drainage and Erosion Issues on Private Land. (Tabled 4/21/08)
- I. Discussion: A Motion to refer to Planning and Zoning an 8-24 review for the proposed access of a one-way access for Scitico Street. (Tabled 5/19/08)
- 13. NEW BUSINESS.**
- A. **Consent Agenda – Action.**
 - B. **Appointment(s) – Town Council Appointed.**
 - C. **Appointment(s) – Town Manager Appointed/Council Approved.**
 - D. Discussion: Library Services Worker Program.
 - E. Discussion/Resolution: Bid Waiver to Purchase Motorcycles.

F. Discussion/Resolution: Transfer of Funds, Motorcycle Purchase, \$26,500.

14. ITEMS FOR DISCUSSION.

A. **Consent Agenda – Review.

1. Discussion/Resolution: Request for Transfer of Funds, 250 South Road Appraisal Fees, \$2,500.
2. Discussion/Resolution: Request for Transfer of Funds, Conservation Commission, \$30.00.
3. Discussion/Resolution: Request for Transfer of Funds, Human Resources Overtime, \$160.
4. Discussion/Resolution: Request for Transfer of Funds, Human Resources Advertising, \$3,000.

B. Appointment(s) – Town Council Appointed.

C. Appointment(s) – Town Manager Appointed/Council Approved.

1. *****Fair Rent Commission** – The term of office of Ken Carlson (R) expires 6/30/08. Reappointment or Replacement would be until 6/30/12.

D. **Discussion/Resolution: Ratification of CSEA Supervisory Union Contract.

E. **Discussion/Resolution: Historic Documents Preservation Grant.

F. **Discussion/Resolution: Acceptance of Yale Court Extension.

G. **Discussion/Resolution: Request for Transfer of Funds, Child Development Center Minor CIP Grant, Recreation Equipment, \$14,077.88.

H. **Discussion/Resolution: Request for Transfer of Funds, Fleet Services, \$76,000.

I. **Discussion/Resolution: Request for Transfer of Funds, Exterior of Town Hall, \$24,000.

J. **Discussion/Resolution: Approval of the Building Fees.

K. **Discussion/Resolution: Approval of the Zoning Fees.

L. Discussion/Resolution: Transfer for CIP from Town Farm Road to Miscellaneous Capitol Improvement Projects.

M. Discussion: Summer Meeting Schedule.

15. MISCELLANEOUS.
16. PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 p.m.
17. COUNCIL COMMUNICATIONS.
18. ADJOURNMENT.

-
- * REMOVE FROM AGENDA
 - ** MOVE TO MISCELLANEOUS
 - *** WOULD LIKE TO BE CONSIDERED FOR REAPPOINTMENT

OFFICE OF THE TOWN MANAGER

To: Mayor Scott Kaupin

Date: May 30, 2008

From: Matthew W. Coppler, Town Manager

Re: PUBLIC HEARING GROUND RULES – A Public Hearing has been scheduled to allow interested citizens an opportunity to express their opinions regarding the proposed ordinances amending Chapter 14 Buildings and Building Regulations, Article II Building Code, Section 14-32 Fee Schedule and Chapter 66 Planning, Article IV Land Use Applications Fees, Section 66-97 Zoning Permit Fee Schedule.

1. TOWN CLERK: Roll Call.
2. READ BY MAYOR: The following Notice of Public Hearing was published in the Journal Inquirer on Saturday, May, 24, 2008.

**TOWN OF ENFIELD
PUBLIC NOTICE**

LEGAL NOTICE

Notice is hereby given that the Enfield Town Council will hold a PUBLIC HEARING in the Enfield Town Hall, Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, June 2, 2008 at 6:45 p.m. to allow interested citizens an opportunity to express their opinions regarding the Proposed Ordinances Amending Chapter 14 Buildings & Building Regulations, Article II Building Code, Section 14-32 Fee Schedule and Chapter 66 Planning, Article IV Land Use Applications Fees, Section 66-97 Zoning Permit Fee Schedule.

Copies of the proposed ordinance are available for public inspection in the office of the Town Clerk, 820 Enfield Street, Enfield Connecticut, Monday through Friday, 9:00 a.m. to 5:00 p.m.

Suzanne F. Olechnicki, Town Clerk
Dated May, 21, 2008

3. Ground Rules for Public Hearing:
 - a. There is no time limit, but I ask that each person not take up too much time, so that everyone will have an opportunity to speak.
 - b. After each person, who desires, has had one chance to speak, I shall permit those individuals who desire a second chance.
 - c. After those individuals who desire to speak a second time, I shall permit those individuals who desire a third, fourth, etc. time.
 - d. Please refrain from personalities.

PUBLIC NOTICE**PUBLIC NOTICE****ENFIELD INLAND WETLANDS AND WATERCOURSES AGENCY**

On May 22, 2008, the Duty Authorized Agent approved the following activity on behalf of the Agency:

AAA-059 Donna Carabetta - 13 Stony Brook Rd., Installation of a 15' X 30' Above Ground Pool. Map 101 Lot 23, Zoned R33. Approved with conditions.

This decision can be appealed within 15 days to the Agency.

Dated this 24th day of May, 2008

Steven Sadlowski,
Enfield Inland Wetlands and Watercourses Agency
Duty Authorized Agent

Journal Inquirer
May 24, 2008

TOWN OF ENFIELD
PUBLIC NOTICE
PUBLIC HEARING
MONDAY, JUNE 2, 2008

NOTICE IS HEREBY GIVEN that the ENFIELD TOWN COUNCIL will hold a PUBLIC HEARING in the Enfield Town Hall, Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, June 2, 2008 at 6:45 p.m. to allow interested citizens an opportunity to express their opinions regarding the PROPOSED ORDINANCES AMENDING CHAPTER 14 BUILDINGS & BUILDING REGULATIONS, ARTICLE II BUILDING CODE, SECTION 14-32 FEE SCHEDULE and CHAPTER 66 PLANNING, ARTICLE IV LAND USE APPLICATIONS FEES, SECTION 66-97 ZONING PERMIT FEE SCHEDULE)

Copies of the proposed ordinance are available for public inspection in the Office of the Town Clerk, 820 Enfield Street, Enfield, Connecticut Monday through Friday, 9:00 a.m. to 5:00 p.m.

Suzanne F. Olechnicki, Town Clerk
Dated May 21, 2008

Journal Inquirer
May 24, 2008

**INVITATION TO BID
BREECHING & FLUE REPLACEMENT**

Bowers Elementary School
141 Princeton Street
Manchester, CT

This project comprises demolition of the existing breeching, flues, insulation and associated items and installation of a new double wall stainless steel and aluminized steel, ceramic fiber insulating breeching; single wall stainless steel flues and associated items. Work of this Contract shall strictly follow all manufacturers' requirements for their 12 year warranty.

Sealed bids will be received at the office of Assistant to the Superintendent, Finance and Management for Manchester Public Schools, 45 North School Street, Manchester, Connecticut 06040, for the Bower Elementary School Breeching & Flue Replacement Project, until 10:00 a.m. on Thursday, June 12, 2008 at which time and

390 TAG

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ENFIELD-18 Hillcr
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ENFIELD 275 Pea
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Journal Inquir
May 24, 2008

Notice is her
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7:30 p.m. in
Hall, 1540 St

1. Appl. #2i
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Section 14-32 of the Enfield Code of Ordinance is hereby amended by deleting Section 14-32 in its entirety and inserting in place thereof the following:-

Fees for permits issued by the division of building inspection shall be:

FEE SCHEDULE
Changes highlighted in yellow

	Current	Proposed
(a) New construction and alteration per \$1000.00 or fraction thereof	\$10.00	\$15.00
(b) Demolition per \$1000.00 or fraction thereof	\$10.00	\$15.00
(c) Moving a building per \$1000.00 or fraction thereof	\$10.00	\$15.00
(d) Mechanical permits per \$1000.00 or fraction thereof	\$10.00	\$15.00
(e) Minimum fee for any permit	\$ 0.00	\$30.00
(f) Residential sewer Construction	\$50.00	\$50.00
(g) Commercial sewer construction	\$200.00	\$200.00
(h) Removing a stop work order	\$0.00	\$100.00
(i) Certificate of occupancy	\$10.00	\$0.00
(j) Except for emergencies, fees shall be doubled for work started before permit issuance		
(k) When a permit is issued, any fees paid are non-refundable		
(l) Permits for work on a Town of Enfield owned structure are exempt from the fees in this schedule		
(m) The value of the work being done includes labor and materials at fair market rates. The value of new construction shall be determined by using approved, established construction costing data such as the International Code Council Building Valuation Data or the Marshall & Swift Residential Cost Handbook.		

minutes

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, MAY 19, 2008**

A Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, March 19, 2008. The meeting was called to order at 5:33 p.m.

ROLL-CALL – Present were Councilmen Bosco, Dumont, Edgar, Jones, Kaupin, Lee, Kiner, Mangini, Nelson and Ragno. Councilmen Crowley was absent. Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Daniel Vindigni; Town Clerk, Suzanne Olechnicki; Town Attorney, Kevin Deneen; Director of Finance, Lynn Nenni; Director of Economic Development, Raymond Warren

AUDITOR'S REPORT

Present from Blum Shapiro was Jerry Parish.

Mr. Parish stated this report is similar in format as the past few years since they converted to GASB 34. He noted this report is submitted each year to the Government Finance Officers' Association for their Certificate of Achievement and Excellence in Financial Reporting Program.

He noted the report begins with a little introductory information, a letter of transmittal prepared by the Finance Department and the financial section, which is the main part of the report.

Mr. Parish stated they issue multiple opinions on things such as governmental activities, the major funds and all the other information.

He stated they conducted this audit in accordance with general accepted auditing standards and government auditing standards. He noted in their opinion, the financial statements are fairly presented in all material respects.

Mr. Parish explained that immediately following the opinion is management's discussion and analysis, and this section is also new with GASB 34. He noted this is a summary prepared by the Finance Department covering the financial highlights of the year.

He noted Exhibit #1 through Exhibit #9 are the basic financial statements. He noted Exhibits #1 and #2 are the two new statements that came in with GASB 34, and it's a statement of net assets and a statement of activity for all the Town's governmental activities all rolled up into one. He noted it includes everything the Town does, except for the pension and agency funds. He stated it uses a different basis of accounting than the General Fund and Special Revenue Fund that the Council is use to seeing.

Mr. Parish stated beginning on Page 3, there is the balance sheet for the governmental funds and all the major funds are listed on Exhibit 3—the General Fund, Water Pollution Control, bonded projects, capital non-recurring funds. He noted when an opinion is given, it's given on each major fund.

He stated Exhibit #4 is a revenue statement related to those same funds. He noted Exhibits #5, 6 and 7 are the activities of the internal service funds. He pointed out the Town maintains two internal service funds – the information technology fund and a self-insurance fund, and the details of those are on Pages 57 through 59. He explained what is reported here and what they give an opinion on is the combined totals of those funds.

Mr. Parish stated Exhibits #8 and #9 deal with the pension fund and all the fiduciary funds. He noted the agency funds are basically funds that are not the Town's money, but the Town is holding money for other people. He stated generally reported in that area are funds such as the student activity funds, which are maintained by the Board of Education. He stated the pension fund ended the year with \$78 million dollars in assets, and the change in net assets was almost \$9 million dollars last year. He pointed out Enfield's fund, along with most other municipal funds, had a good year as of June 30th.

He stated the financial statements are the next significant part of the report. He noted there are no new disclosures this year. He stated there are quite a few disclosures in terms of cash investments, capital assets, debt and pension plans.

He referred to a couple of other sections of the report, i.e., the required supplementary information, however, this is a section of the report that isn't audited by his firm, but they do some inquiry and questioning of management regarding the preparation of the schedules and the content.

Mr. Parish stated the Undesignated Fund Balance as of June 30, 2007 was almost \$11 million dollars, which was practically unchanged from 2006 when it was \$10.6 million dollars.

He stated tax collection is reported on Exhibit A-2, and tax collections were just a little short of 98% on the current year list, which is the norm for most towns for last year.

Mr. Parish stated the next couple sections of the report get into the detail of the non-major governmental funds. He noted the Town maintains a number of different funds for various purposes. He stated some are for specific uses, i.e., the cafeteria fund for the school system, the dog fund, miscellaneous school funds, community development programs, drug enforcement programs, etc. He explained all of these are generally

established when there's a specific need to segregate or account for those monies separately.

He stated the self-insurance fund has approximately \$10 million dollars in net assets. The information technology fund is just getting going as of June 30, 2007.

Mr. Parish stated there are a couple other schedules that relate to capital assets, and those are not required schedules. He noted there's also a statistical section, and this is not an audited section and is prepared by the Finance Office and provides ten-year tables and information. He stated this is helpful for the rating agencies to look at this information when they're considering whether to change the Town's rating.

Councilman Mangini stated she's pleased to see the Town is up to speed with GASB 34 and 43. She questioned if there's been any difficulty implementing things. Ms. Nenni stated GASB 34 was implemented three or five years ago. She noted last year, they had to add infrastructure onto the books. Mr. Parish added the new challenge is GASB 43 – post employment benefits. He stated the Town didn't establish a trust for those benefits, so the first part of the statement wasn't effective last year. He noted the Town will need to get an actuarial evaluation done in order to identify what the liabilities are and they will have to get recorded. Ms. Nenni added an evaluation was performed in 2006, and another will be done this year.

Mr. Parish stated they also issued reports regarding compliance with federal and state grants. He noted they changed the format a little this year. He stated in the past they put all of their comments in one letter, but this year they're using two letters. He noted they separated significant deficiencies and material weaknesses into one letter and all other comments into another letter. He explained the letter that includes significant deficiencies and material weaknesses is now included in the bound reports for the federal and state reports. He then referred to Page 8 of the state single audit report, and the title of the report is "The Independent Auditor's Report on Internal Control Over Financial Reporting and Compliance Based on an Audit of the Financial Statements Performed in Accordance With Government Auditing Standards". He pointed out this is a required communication. He stated under some new standards that went into effect last year, they're required to report in writing any significant deficiencies and material weaknesses. He noted they reported one significant deficiency, and that relates to general ledger maintenance. He referred to the 2006 management letter and noted a lot of the same items were reported. He stated they recommended the control procedures be strengthened as they relate to the year end procedures to insure the accuracy of the Town's financial records and limit the number of audit adjustments. He pointed out when they come in and have to make significant audit adjustments at year end to get the books into balance for grant programs or whatever, it casts doubt on the reports the Town is getting during

the year. He stated the focus is to improve the accounting in all of these areas so that the Town gets better and more accurate reports during the year.

Mr. Parish stated as concerns the state and federal reports compliance with state and federal regulations for the programs they're required to test, they have no findings to report.

He spoke about other new standards and noted one of them deals with communicating with those charged with governance, which would be the Town Council. He stated standards require them to have a little more communication at the beginning and end of the audit. He noted they would explain what is going on and how they're approaching and planning the audit. He pointed out other towns are coming up with audit committees in order to make this a less unwieldy process. He suggested the Council at some point establish an audit committee or designate certain persons to act as liaisons for these planning purposes.

Councilman Nelson questioned how Enfield is doing, and Mr. Parish stated because there was a significant deficiency this year and the comments that show up in the management letter have shown up for two or more years, a little attention can be focused in those areas. He suggested there be a quarterly or twice per year response from those departments mentioned in the report to see what corrective action, if any, they're taking. He pointed out some items are fairly easy to fix.

Councilman Ragno thanked the auditor for this comprehensive audit report. He noted he especially likes the breakdown that was provided and the highlighting of repeated items. He stated he likes some of the commentary since it validates what the Council has been thinking all along.

MOTION #9847 by Councilman Ragno, seconded by Councilman Jones to go into Executive Session to discuss Personnel Matters, Pending Litigation and Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9847** adopted 10-0-0, and the meeting stood recessed at 6:04 p.m.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Kaupin at 6:05 p.m.

ROLL-CALL – Present were Councilmen Bosco, Dumont, Edgar, Jones, Kaupin, Kiner, Lee, Mangini, Nelson and Ragno. Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Daniel Vindigni; Town Attorney, Kevin Deneen; Director of Economic Development, Raymond Warren; Town Clerk, Suzanne Olechnicki

Personnel Matters, Pending Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

Chairman Kaupin adjourned the Executive Session at 6:37 p.m. He reconvened the Special Meeting at 6:38 p.m. and stated that during Executive Session the Council discussed Personnel Matters, Pending Litigation and Real Estate Negotiations with no action or votes being taken.

ADJOURNMENT

MOTION #9848 by Councilman Jones, seconded by Councilman Lee to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9848** adopted 11-0-0, and the meeting stood adjourned at 639 p.m.

Respectfully submitted,

Jeannette Lamontagne
Secretary to the Council

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, MAY 19, 2008**

Before the Regular Meeting was called to order, Chairman Kaupin presented the following proclamations:

A Proclamation designating May 18-24 as EMS Week.

A presentation was made to the John Maciolek Post 154. Chairman Kaupin stated he's sure the Council will be unanimously voting to support the naming of the EMS facility after the John Maciolek Post. He noted they are hoping to have a few moments at the ceremony after the Memorial Day parade to show the Town's appreciation for what the Maciolek Post has done for the town of Enfield over the years.

The Regular Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, May 19, 2008. The meeting was called to order at 7:03 p.m.

PRAYER – The Prayer was given by Councilman Mangini.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was said.

ROLL-CALL – Present were Councilmen Bosco, Dumont, Edgar, Jones, Kaupin, Lee, Mangini, Nelson and Ragno. Councilman Kiner entered at 7:12 p.m. Councilman Crowley was absent. Also present were Town Manager, Matthew Coppler; Assistant Town Manager, Daniel Vindigni; Town Clerk, Suzanne Olechnicki; Town Attorney, Kevin Deneen; Director of Public Works, Pia Hawkes; Town Engineer, Jeff Bord; Director of Social Services, Pamela Brown; Parks & Recreation Coordinator, Mary Keller; Chief Technical Officer, Paul Russell; Deputy Director of Public Works, Geoffrey McAlmond; Director of Libraries, Henry Dutcher; Building & Grounds Maintenance Supervisor, David Tuttle; Building & Grounds Maintenance Assistant Supervisor, Mark Gahr; Manager – EMS Coordinator, Arthur Groux; Director of Public Safety, Christopher Bromson; Police Captain, Gary Collins.

FIRE EVACUATION ANNOUNCEMENT

Chairman Kaupin made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #9849 by Councilman Ragno, seconded by Councilman Nelson to accept the minutes of the April 23, 2008 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9849** adopted 9-0-0.

MOTION #9850 by Councilman Nelson, seconded by Councilman Mangini to accept the minutes of the April 24, 2008 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9850** adopted 9-0-0.

MOTION #9851 by Councilman Dumont, seconded by Councilman Jones to accept the minutes of the April 28, 2008 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9851** adopted 8-0-1, with Councilman Ragno abstaining.

MOTION #9852 by Councilman Ragno, seconded by Councilman Mangini to accept the minutes of the May 1, 2008 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9852** adopted 6-0-3, with Councilmen Jones, Lee and Nelson abstaining.

MOTION #9853 by Councilman Mangini, seconded by Councilman Dumont to accept the minutes of the May 5, 2008 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9853** adopted 7-0-2, with Councilmen Nelson and Ragno abstaining.

MOTION #9854 by Councilman Dumont, seconded by Councilman Lee to accept the minutes of the May 5, 2008 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9854** adopted 7-0-2, with Councilman Nelson and Ragno abstaining.

PUBLIC COMMUNICATIONS & PETITIONS

Richard Cavanaugh, 12 Glenview Street

Stated he has worked with the Enfield Soccer Club (ESC) for 12 years and has been the President for the last six years. He stated his belief they've worked well with Building & Grounds, but lately the issues surrounding field availability have made it impossible for the club to sit idly by.

Mr. Cavanaugh stated the ESC is a 501C3 organization and has been running youth soccer in Enfield for over 20 years. He pointed out this is the largest club in North Central Connecticut and one of the larger clubs in the state. He pointed out they routinely register over 1,400 youth soccer players, and they run programs year round for

the children of Enfield from the ages of 3 to 19. He noted they also host the second largest event in town, the Kevin Barmak Labor Day Tournament. He pointed out this event brings 5,000 to 6,000 visitors to Enfield every year. He noted this event is second only to the Fourth of July Celebration.

Mr. Cavanaugh stated the number of youth playing soccer in Enfield dwarfs the number of kids playing in other youth sports. He noted in addition, the players who have grown up playing soccer in Enfield are now demanding space for their adult leagues. He pointed out while the ESC is growing, the space made available to this club has been significantly reduced. He noted this lack of space isn't new. He stated when the Shaker soccer fields were initially planned, it included more fields than were built, and the promised expansion of that complex never happened. He noted that was acknowledged when the soccer fields were included in the town referendum, but since that time, rather than expanding the space needed, the amount of acreage allotted to soccer has been reduced significantly. He pointed out they've lost space at Henry Barnard School, Asnuntuck Community College, Hazardville Memorial, JFK Middle School and the Mark Twain field. He noted the fields they do use have decreased in quality.

Mr. Cavanaugh stated the irony of this situation is that the initial solution to the problem was to allow soccer on the Fermi turf field. He noted they were given the rules for use, they purchased equipment, ordered signs and had assigned team practice and game times, however, at some point afterwards, the schools decided they did not want to share. He pointed out the school district used the fields at Asnuntuck Community College and Mark Twain locations, normally slated for youth soccer, for two years while they were dealing with their crisis. He noted now that the Town has useable fields at the high schools, and the soccer club is in need, they have no desire to help and refuse to accommodate them. He pointed out the money to re-do the high school fields came from the taxpayers of Enfield.

He concluded stating the Town and the Town Council needs to realize Enfield has become a soccer town, and they need to open up the high school fields or they need to build more fields.

Matt Keanan, 41 Burns Avenue

Stated he has been coaching at Fermi for 17 years and coaches the youth soccer team with Dick Cavanaugh. He noted he is also responsible for the men's' soccer in Enfield. He stated he currently has three teams playing, however, he has a lot more people who would like to play, but there isn't the field space. He pointed out each year his field space has been reduced.

Mr. Keanan stated his belief they need to open up the Fermi turf field to both the youth soccer and adult soccer.

Jack Sheridan, 7 Buchanan Road

Thanked the Council for the zero tax increase.

Mr. Sheridan requested the Council remember Eleanor D'Amato and Vaughan Vanderscoff in their thoughts and prayers.

Wendy Osata, 8 Windmill Road

Spoke in support of providing more space for youth soccer. She noted her daughter's soccer team won the state championship three times. She pointed out there are an extraordinary number of teams in Enfield that achieve that, and that says a lot about the dedication of the people who run the soccer program. She feels it's insulting that these people have to beg for soccer space when they're trying so hard to do something so good for the children of this town. She urged the Council to find space for these players.

Mrs. Collins, the Hazardville Section

Thanked everyone for the zero increase in taxes.

Mrs. Collins voiced her support of more field space for the soccer club.

She stated she doesn't want a dog park in her neighborhood because she doesn't believe people will clean up after their dogs.

Margaret Jedziniak, 232 Abbe Road

Voiced her appreciation for all the work the Council did to produce a zero increase budget.

As concerns the need for soccer fields, Ms. Jedziniak pointed out taxpayers paid for the high school fields and the taxpayers own those fields.

Ms. Jedziniak suggested the school system cut down some of the big salaries and get rid of some people.

Robert Tkacz, Bernardino Avenue

Commended the Council for doing right by the taxpayers. He also commended Mr. Coppler because he feels he did an excellent job and he's sending the Town in the right direction. He noted the Hartford Courant had a letter to the editor today by David Soule, and he agreed with Mr. Soule's comments.

Mr. Tkacz stated his wish the Council would follow up on Maureen Brennan's idea concerning a check-off box on the tax bill so that people could start contributing money to the Town in support of the school system.

Kim Shabrack, 16 Hillcrest Road

Spoke about the need for soccer fields in Enfield. She pointed out other towns have great fields for this sport. She noted she would very much like to see the high school fields used for soccer. She stated she does not understand why this isn't possible.

Haley, 65 Park Street

She urged the Council to provide more fields.

Maureen Brennan, Sandpiper Road

Stated those parents and citizens who supported the Board of Education proposed operating budget believed this to be a fair, reasonable and conservative budget. She noted it would be good to know that these parents' and citizens' input matter to the Council. She feels it's important every demographic is represented.

As concerns the Town setting aside \$750,000, Ms. Brennan stated the citizens of the town voted for the Board of Education, and she believes they should have the opportunity to run the school budget collectively. She asked the Council to consider moving the \$750,000 back over to the Board of Education's operating budget so they can move forward together and make decisions on the schools' operating budget since they were voted in to do that. She acknowledged the legality of this has been in question. She questioned if there's a legal opinion on this.

Margaret Jedziniak, 232 Abbe Road

Stated the Board of Education did not get a cut, but rather they received a raise of \$1.7 million dollars, and she believes the Board can do a lot with that money. She noted it would be helpful if they cut some of the high salaries.

Maureen Brennan, Sandpiper Road

Stated the Board of Education worked toward a proposed budget that they thought was needed to move the school system forward, and \$1,507,000 from their general operating budget that they requested was cut.

COUNCILMAN COMMUNICATIONS

Councilman Mangini stated a resident informed her that a stop sign needs to be repaired at the corner of Hazard Avenue and Westerly Drive.

Councilman Mangini requested a status report on the Cranbrook/Palomba Drive traffic light. She went on to note that perhaps a Freshwater Boulevard/Hazard Avenue directional light might be helpful.

Councilman Mangini stated as a former soccer mom, coach and representative, she understands the situation with the facilities. She noted the Council is aware of the need for more soccer facilities.

Councilman Bosco requested an update on the sledding hill and the parking area. He further questioned if any progress has been made concerning the problem at the corner of Edgewood Drive and Steele Road.

Councilman Ragno questioned how many fields does the Enfield Soccer Club need to make their program viable. He noted the Town should look at maximizing the resources available. He suggested perhaps they could work through the Facilities Committee to look at the parceling out of the fields for the different activities in a very pragmatic approach.

Councilman Ragno stated his belief the Town Council and Board of Education did a stellar job in trying to bring in a budget that was fair to everyone. He suggested perhaps the Board could renegotiate a contract to see where they can do the most good.

Councilman Ragno stated he likes the idea of a check-off box on the tax bill.

Councilman Ragno stated the Chili Cook Off raised \$20,000 for the Enfield Food Shelf. He noted Rockville Bank sponsored this, and he participated in this event. He stated he hopes to do so again next year.

Councilman Nelson stated he received eight e-mails from people asking that the Board's budget be increased, however, he received about 60 e-mails from people who are having financial difficulty and asking that the Council keep taxes down. He noted he has to go with the majority.

Councilman Nelson referred to the soccer fields and noted the Facilities Committee is working on a uniform procedure for every single field in town, whereby everyone has a fair opportunity to use those fields. He stated the Town of Enfield will control the fields, not the Board of Education. He pointed out if the soccer club chooses to use the Fermi synthetic fields at night with lights, there would be a fee involved, however, there would be no fee during the daytime hours. He noted the fee is the same for everyone. He stated the Facilities Committee spent a lot of time on this to be sure everyone is happy.

He noted if land can be found for a dog park that's not suitable for a soccer field, then he would support it 100%. He went on to suggest the Town Manager look at all the Town-owned land to learn if any of that land could become fields. He stated if Enfield Soccer wants to lease fields, perhaps the Town could help them out.

Councilman Nelson stated he was very impressed by the Barmak Tournament. He requested the soccer club give the Town a little time because this is being worked on.

MOTION #9855 by Councilman Nelson, seconded by Councilman Mangini to add Item J. under Items for Discussion – Dartmouth Street-A Short Sale Release of a Lien.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9855** adopted 10-0-0.

MOTION #9856 by Councilman Nelson, seconded by Councilman Ragno to suspend the rules to address Items D., E., F., G., and J. under Miscellaneous this evening.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9856** adopted 10-0-0.

Chairman Kaupin acknowledged Chris Bromson, the Director of Public Safety and Chief of Police, Carl Sferrazza and the men and women of the Enfield Police Department who held their third annual Blue Mass at Holy Family Church on Simon Road. He noted this honors fallen officers who lost their lives in the line of duty, plus they acknowledge officers that served the Town of Enfield that are no longer with us. He stated this event was very well attended. He pointed out there will be a fund raising campaign for a memorial to be built at the Police Department.

Chairman Kaupin stated the Memorial Day Parade is scheduled for May 25th, beginning at 1:00 p.m., and there will be a ceremony on the Town Green following the parade.

Chairman Kaupin stated the Enfield Public Library will be holding a tree-planting ceremony to honor former Town of Enfield Mayor, Mary Lou Strom. He noted this dedication will take place at the library on Friday, May 30th at 4:00 p.m.

Chairman Kaupin thanked Dick Cavanaugh and Joe Bennis for their communications over the weekend concerning Enfield Soccer. He noted he spoke with Karen Jarmoc and she was to contact the Department of Corrections and Lego to see if there was any available land for construction of additional soccer fields. He went on to note the transfer station has a lot of land, and that may be a site where they could build some quick recreation fields.

Chairman Kaupin stated the Fermi fields were paid for by the taxpayers, and that referendum was sold for public use.

TOWN MANAGER REPORT AND COMMUNICATIONS

Mr. Coppler agreed the whole community should have access to the high school fields. He stated his belief there is in place a process that the schools have to allow use of those fields.

As concerns the proposal to have a soccer field behind Walgreens, Mr. Coppler noted there are wetlands in that area, therefore, they would have to go through a permitting process. He added there's no parking in the designs he saw that are associated with that area, therefore, they'd also have to come up with a parking plan. He pointed out these are all things that add cost to the project. He noted staff can proceed with this if the Council wishes.

Councilman Lee questioned if there's a conceptual design for a soccer field behind Walgreens. Mr. Coppler responded yes. He noted the Conservation Commission weighed in on this and they didn't think that land should be utilized for anything but open space. Councilman Lee requested this design be shared with the Council.

Mr. Vindigni stated they will put together a work team to look at the Town's inventory of land and some potential locations, i.e., the transfer station to see where they can have more soccer fields. He noted they will also speak with Mr. Cavanaugh to learn more about the soccer club's needs. As concerns how fast they can move forward in getting some fields, he noted that will depend on funding, site plans and going through the regulatory process.

Councilman Nelson stated he had a conversation with the Board of Education Chairman, and he agrees the Town will run these fields. He added Mr. Pongratz and Mr. McAlmond are in agreement. He suggested making a call tomorrow to the Chairman of the Board of Education and have him contact Dr. Gallacher regarding this issue. He noted he would like to open up those fields tomorrow.

Councilman Kiner agreed with Councilman Nelson and stated he would like to see those fields used.

Councilman Mangini questioned whether the Town can go forward and use the Board policy as it stands concerning the fields and then implement whatever changes or additions are needed from the Town side at a later time. Attorney Deneen stated he would have to look at the Board's facilities management plan, but he assumes they should be able to go forward on that basis.

It was the consensus of the Council to move forward to contact the Chair.

Mr. Vindigni stated he will also supply copies of a recreation study done in 2000, and that study identified needs of recreation in Enfield, including the soccer fields.

Mr. Vindigni stated they will have to look at the numbers to see what's involved in adding two fields at the Shaker Road soccer complex.

DOG PARK PRESENTATION

Mr. Vindigni stated the Council has a cover memo from him with a number of staff comments regarding this issue. He referred to recommendations from staff, and it's suggested the Town consider a lease arrangement with the Enfield Dog Park Action Committee for land. It's recommended that consideration be given to a portion of town-owned land that's located across from the entrance to the transfer station on Town Farm Road. He noted they're recommending the Dog Park Action Committee take full responsibility for all aspects of this dog park operation, and that would include the development and operation costs, site plan and building permit approvals, liability insurance, maintenance, supervision and governance. He stated it's also recommended the Council consider a minimum funding level that the Action Committee reach as a threshold to implement a lease arrangement with the Dog Park Action Committee and that they develop a concise business plan. He pointed out the lease would be similar to the lease arrangement with the Hazardville Institute.

Ms. Keller stated she did research through other recreation departments – Wethersfield, South Windsor and Granby. She noted those dog parks are up and running now. She noted Wethersfield was a collaborative with a dog park committee and the town; South Windsor did it as part of their master plan and spearheaded the whole project; Granby was accomplished by the dog park committee and they didn't get a lot of support by the Town of Granby.

Councilman Nelson questioned the amount of acreage being considered, and Ms. Keller responded an acre to one and a half acres with fencing.

Councilman Nelson questioned how this will effect the winter sledding in that area. Chairman Kaupin pointed out this would have no impact on sledding.

Councilman Mangini agreed there's a need for such a park. She noted her only concern has to do with liability to the Town, and she understands this group would carry their own liability insurance, and the Town Attorney would prepare a hold harmless agreement.

Mr. Vindigni stated the only two areas they're recommending municipal support in terms of maintenance would be to empty the trash cans and plow the parking lot.

Councilman Ragno questioned who will validate dog vaccinations and licensing. He added he's also concerned that controls will be sustained.

Mr. Vindigni stated it's the recommendation of staff that the Dog Park Action Committee come up with a business plan concerning the governance, vaccinations and the control of the park.

Councilman Lee questioned what's recommended for a lease period. Mr. Vindigni recommended the business plan be used as a starting point.

Councilman Lee questioned if the Town Farm Road Park were to be used, would there be any impact as a result of the future construction on that road. Mr. Vindigni stated they would have to see more details about the road construction and how that would effect the dog park.

Councilman Bosco voiced support for the Town Farm Road location. He stated his belief this would enhance the recreational use of that area. He noted his biggest concern is liability to the Town.

Councilman Jones questioned if the Town Attorney had an opportunity to review this. Attorney Deneen stated he has not gone through this in great detail, but he will be happy to work with Mr. Vindigni on this.

Councilman Dumont stated her belief staff recommendations are very fair, and they address a lot of the issues people have talked about, i.e., the development, operation, maintenance, supervision and governance of a dog park. As concerns maintenance, this dog group is very dedicated and committed. She feels it won't be burdensome for the Town to pick up the trash or plow this area. She acknowledged the Town has a leash law and because dogs would be loose in this fenced-in dog park, there may have to be a revision to the Town's leash ordinance. She pointed out people would need to keep their dog on the leash until they enter the dog park. She explained there will be a double gate so that a dog can't escape. As concerns the dog warden, police and emergency personnel, they would only play a role in the park and not share entire responsibility of the park. She pointed out that responsibility would be bestowed on the Enfield Dog Park Association as concerns developing and enforcing rules, checking vaccinations and tags. She noted it would be their responsibility to deny people entry into the park if they don't meet the park's rules. She agreed with Councilman Bosco in that the surrounding area could be used for other recreational activities, i.e., winter sledding. She noted liability is a big issue if the Town was negligent in some way, however, she feels the Dog Park Association should have their own liability. She added if a dog bites someone, it's the responsibility of the dog owner, not the Dog Park Association or the Town. She stated the Dog Park Association should have a concise plan that will specifically address all the

recommendations the Council has made, i.e., how will the park be developed, where will they get the money, an actual proposal as to what they will actually do to maintain this park, enforcement of the rules, etc. She pointed out the Town Council will want to know that the Dog Park Association will be maintaining this park and that maintenance won't be neglected in the future.

Councilman Jones stated his belief the Town Council and Town staff would need to review and approve the rules developed by the Dog Park Association. Mr. Vindigni stated the work team that has been involved from the Town side included the Animal Control Officer, the Police Department, the Town Attorney's Office, the Recreation Department, Building & Grounds, the Town Planner and the Risk Manager. He pointed out they have a diversity of disciplines engaged from the staff end to hopefully look at all aspects of this proposal as it's formulated.

Councilman Nelson stated he would definitely take the Animal Control Officer's comments into strong consideration, and he would like an answer to all his questions.

Chairman Kaupin stated in development of the business plan, he encouraged the Dog Park Association to continue working with the Leisure Committee as a sounding board. He stated his belief this is achievable. He encouraged open communications.

Robert Stefanik, Chairman of the Dog Park Committee, stated he's confused why they have to make a business plan when their proposal addresses all these items. Chairman Kaupin requested Town staff sit down with this group so they can go into details. Mr. Vindigni noted the Animal Control Officer's response references a number of items in the proposal, and he responds to those. He recommended making the proposal more concise with a focus on those items that have been raised. He added he would be happy to sit down and go over these items.

Councilman Lee stated his belief a business plan would actually say how the dog park would be operated.

POST OFFICE ROAD INTERSECTION

Mr. Hawkes stated a presentation about the Post Office Road intersection was made at the last Town Council meeting when he recommended that intersection be left as is. He noted the Council asked how the pedestrian/bike path would connect and lead toward JFK Middle School. He stated since that meeting, he has learned the proposed expansion design at the package store includes a sidewalk.

It was the consensus of the Council to proceed with this plan.

ROADS 2005

Mr. Bord referred to Section 2A and stated Arrow Street has been reconstructed and repaved, curbing has been put down and top soil has been placed behind the curb.

He noted in Section 2B, Barrett and Boyle are being worked on, and in Section 5A Bailey Road drainage is being worked on and Scitico Street and Leary Road have been paved. He stated Sections 6A, 6B and 6C, the presidential section, is in progress. Mr. Coppler pointed out Section 6C also includes Long Hollow, and one of the issues is that the Town has to get some easements signed over. He noted the Town Attorney's Office has been working on this. He explained four of the eight or nine people that had to sign over easements have not yet responded to the Town and that is holding things up. He noted there are a couple properties that will need appraisals because the Town will need to take some property.

Mr. Bord referred to Section 1D and stated Charles Street and Westford Avenue will be designed in house and construction will start in the next few months. He noted Section 1 will be bid within the next month with construction this year, and the designs will begin on Section 2C, 1E and 4A for 2009 construction.

Councilman Bosco questioned if Sidor Street is included, and Mr. Bord stated they were contemplating an overlay for Sidor.

Councilman Lee questioned where Bess Road is in the plan. Mr. Bord stated that is Section 4A, which will be designed this year for construction in 2009.

Councilman Nelson questioned the possibility of re-using ground up road material, and Mr. Bord stated he's not aware of any excess material since the Town looks to reclaim that material by leaving it in place as a base.

Mr. Hawkes stated there is a list of roads that are not on the Road 2005 program, and there is a CIP account that can be used to address those roads. He referred to a concern previously raised by Councilman Bosco about road problems on Steele Road and noted those problems are part of that overall package, as are sections of Brainard Road and Town Farm Road, Booth Road, River Street, Fletcher Road, Powder Hill Road and Burnham and Beverly Streets. He stated they're looking at what needs to be done on those roads. He noted once it's been decided how they will approach those problems, they will have the contractor come in and address all those problem areas at one time.

Chairman Kaupin questioned whether all these problem areas will be addressed this construction season, and Mr. Hawkes responded some of them, but not all of them.

ENFIELD HIGH SCHOOL FIELDS UPDATE

Mr. Coppler stated everything is going well on the Enfield High School field construction project. He noted they're a couple weeks behind with the seeding due to weather issues.

Councilman Nelson stated the Fields Committee met and reviewed the budget. He noted they did better than they thought with the Fermi fields, and with Enfield High School they're doing worse than they thought. He stated if nothing else comes up, they'll be all set, however, if they run into any problems from this point forward, the money is not there.

Mr. Coppler stated it appears the Enfield High School project will be done within the specified time frame.

Mr. Coppler invited Director of Social Services, Pam Brown, to come forward to introduce her new assistant and answer any social service items on the agenda.

Ms. Brown introduced Joel Cox, the new Assistant Director of Social Services and Grants Manager.

She invited questions from the Council concerning any social service-related items on the agenda. There were no questions raised.

Mr. Coppler questioned the status on the Cranbrook traffic light, and Mr. Hawkes stated a consulting firm is working on this.

Mr. Coppler informed the Council that staff is still looking at the Scitico Road issue, and more information will be available at the next meeting.

TOWN ATTORNEY REPORT & COMMUNICATIONS

Attorney Deneen stated he received Councilman Edgar's request for a legal opinion. He noted he has begun research on this item, and should have an answer in the next day or so.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Councilman Mangini stated she attended a recent Fourth of July Committee meeting, and they're working toward a dynamic celebration.

OLD BUSINESS

APPOINTMENTS (TOWN COUNCIL & TOWN MANAGER)

All appointments remained tabled.

Items C. through H. remained on the table.

NEW BUSINESS

APPOINTMENTS (TOWN COUNCIL)

NOMINATION #9857 by Councilman Lee to appoint Jo-Marie Nelson (R) to the North Central District Health Department Board of Directors for a term which expires 6/30/2008.

MOTION #9858 by Councilman Jones, seconded by Councilman Bosco to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9858** adopted 9-0-0. Councilman Ragno absent at the vote.

Upon a **ROLL-CALL** vote being taken, the Chair declared Jo-Marie Nelson appointed to the North Central District Health Department Board of Directors by a 9-0-0 vote.

NOMINATION #9859 by Councilman Lee to reappoint Joseph Cimino (U) to the Enfield Revitalization Strategy Committee for a term which expires 4/30/2011.

MOTION #9860 by Councilman Jones, seconded by Councilman Mangini to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9860** adopted 9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Joseph Cimino reappointed to the Enfield Revitalization Strategy Committee by a 10-0-0 vote.

NOMINATION #9861 by Councilman Lee to reappoint Darrin Lamore to the Enfield Revitalization Strategy Committee for a term which expires 4/30/2011.

MOTION #9862 by Councilman Mangini, seconded by Councilman Kiner to close nominations.

Upon a SHOW-OF-HANDS vote being taken, the Chair declared MOTION #9862 adopted 10-0-0.

Upon a ROLL-CALL vote being taken, the Chair declared Darrin Lamore reappointed to the Enfield Revitalization Strategy Committee by a 10-0-0 vote.

NOMINATION #9863 by Councilman Lee to reappoint Barbara Kelly (R) to the Cultural Arts Committee for a term which expires 5/31/2010.

MOTION #9864 by Councilman Jones, seconded by Councilman Mangini to close nominations.

Upon a SHOW-OF-HANDS vote being taken, the Chair declared MOTION #9864 adopted 10-0-0.

Upon a ROLL-CALL vote being taken, the Chair declared Barbara Kelly reappointed to the Cultural Arts Committee by a 10-0-0 vote.

RESOLUTION #9865 by Councilman Mangini, seconded by Councilman Nelson.

RESOLVED, that in accordance with Chapter V, Section 14 of the Town Charter the salaries and rates of pay for certain employees of the Child Day Care Center, part-time, seasonal, and other listed employees of the Town will be increased according to the attached schedule effective July 1, 2008. (Schedule attached to minutes)

Mr. Coppler stated this came before the Town Council about a year ago, and not all the pay rates went up last year. He noted the Council recommended that staff put the numbers in the budget.

Councilman Bosco indicated he preferred not to increase the seasonal rate.

Councilman Bosco made an amendment to increase salaries for year round employees according to the attached schedule effective July 1, 2008. There was no second to the amendment.

Councilman Mangini voiced her support of the resolution.

Councilman Edgar questioned the total cost, and Mr. Coppler responded \$20,000. He noted the cost associated with this was already taken into consideration within the budget.

Councilman Dumont pointed out seasonal employees did not get a raise last year. She noted perhaps they won't return if they aren't given a decent raise. She noted she will support the resolution.

Councilman Bosco stated he has no problem with the full-time employees, but he has a problem with the returning employee column. He noted these employees aren't necessarily returning to the same position.

Councilman Nelson questioned why the Senior Center Assistant and the Neighborhood Service Assistant have no notation concerning a pay increase. Mr. Coppler responded he did not know, and he stated he's not sure whether those positions are being filled at the current time.

Councilman Edgar stated he is not comfortable with how this resolution reads

Upon a ROLL-CALL vote being taken, the Chair declared RESOLUTION #9865 adopted 8-2-0, with Councilmen Bosco and Edgar voting against the resolution.

Item E. remained on the agenda.

RESOLUTION #9866 by Councilman Jones, seconded by Councilman Nelson.

RESOLVED, that the Town Manger, Matthew W. Coppler, is empowered to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with the CSI Leasing, Inc. 7-1-2008 to 6-30-2013 and to affix the Corporate Seal. The lease schedule represents 60 monthly payments at \$8,250.00 per month.

Upon a ROLL-CALL vote being taken, the Chair declared RESOLUTION #9866 adopted 10-0-0.

RESOLUTION #9867 by Councilman Ragno, seconded by Councilman Edgar.

RESOLVED, that the Enfield Town Council does hereby name 1296 Enfield Street as the John Maciolek/American Legion Post 154 Emergency Medical Services Building.

Councilman Ragno stated this is a proud day for the John Maciolek Post 154. He noted he and Councilman Edgar are members of Post 154. He noted this Post has done wonderful work in Enfield. He stated this is the type of organization that goes quietly about its business and does so much good for the community. He stated it warms his heart to see this recognition given to Post 154.

Councilman Edgar stated this is long overdue.

Upon a ROLL-CALL vote being taken, the Chair declared RESOLUTION #9867 adopted 10-0-0.

ITEMS FOR DISCUSSION

DISCUSSION RE: LIBRARY SERVICES WORKER PROGRAM

Mr. Coppler stated currently the library has one library services worker for 19 hours. He noted that individual is retiring, and a proposal came from the Library Director to fill the 19-hour position and add a 15-hour person to do the janitorial services during the evening services. He noted this will allow them to get out of the contract they currently have and will save the Town approximately \$8,862. He stated they'd present a transfer to the Council in June to move money from Building & Grounds-Contractual Services to the Library Account to allow for the hiring of the second 15-hour position.

Councilman Mangini questioned whether they anticipate savings going forward. Mr. Dutcher explained the difference is in the first year. He noted cleaning companies provide their own equipment, i.e., vacuums, brooms, etc., and all of that will be removed from the building, therefore, in the first year it will be necessary to buy cleaning equipment. He stated in year two, three, etc., the savings should show an increase.

Chairman Kaupin stated in a leadership meeting there was a discussion about reinvesting these savings back into the library as a further enhancement for the library's long-range plan. He noted they talked about other departments coming up with something similar that saves the Town money, and if there are needs in a department to further initiatives, that should be considered.

Mr. Coppler stated Mr. Dutcher prepared information as to where money would be spent if savings were to go back into the library budget. Mr. Dutcher explained he pulled out a section of the library's long range plan to show what they're proposing to do and put a dollar amount to it.

It was the consensus of the Council to move forward with this.

DISCUSSION RE: MOTORCYCLES

Mr. Coppler stated they're approaching the end of the lease for the motorcycles, and staff believes the motorcycles provide a valuable service. He noted they looked at different options for continuing this program, and their recommendation is to purchase the current motorcycles, which are in very good shape with very low mileage. He stated it's believed they'll be able to keep those motorcycles for up to ten years. He noted he told the Police Department that if the Council approves this, that department would have to

find the money within the current year's budget to make those purchases, which would be about \$26,000.

Chairman Kaupin questioned whether they found that money, and Mr. Coppler stated they're working on that. He added a transfer might be necessary to do this.

It was the consensus of the Council to proceed.

MISCELLANEOUS

MOTION #9868 by Councilman Ragno, seconded by Councilman Dumont to approve the Consent Agenda. (Resolutions Appended)

\$6,000 Transfer Senior Center Food

\$5,000 Transfer DMHAS Advertising

\$6,780 Transfer Child Dev Center Inst Supplies

\$5,000 Transfer IT Travel

\$3,500 Transfer ETV Security Display System

\$5,500 Transfer Rental Agreement 786 Enfield Street

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9868** adopted 10-0-0.

RESOLUTION #9869 by Councilman Nelson, seconded by Councilman Mangini.

RESOLVED, that the Town Manager, Matthew W. Coppler, is empowered to enter into and amend contractual instruments in the name and on behalf of the Town of Enfield with the State of Connecticut Department of Education for a Youth Services Bureau from 7-1-2008 to 6-30-2009 and to affix the Corporate Seal.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #9869** adopted 10-0-0.

RESOLUTION #9870 by Councilman Lee, seconded by Councilman Nelson.

WHEREAS, the 2008-2009 Budget for the Town of Enfield includes revenues from increased fees for Building Permits issued by the Division of Building Inspection; and

WHEREAS, the Fee Schedule is established by ordinance and requires a public hearing prior to enactment of any changes to the Fee Schedule.

NOW, THEREFORE, BE IT RESOLVED, the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield,

Connecticut on Monday, June 2, 2008 at 6:45 p.m. to allow interested citizens an opportunity to express their opinions regarding the PROPOSED Amendment to the Schedule of Fees for permits Issues by the Division of Building Inspection Ordinance.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #9870** adopted 10-0-0.

RESOLUTION #9871 by Councilman Mangini, seconded by Councilman Ragno.

WHEREAS, as part of the 2008-2009 Budget for the Town of Enfield discussions, Town Council decided to eliminate the fee for zoning applications related to the construction of new single family homes; and

WHEREAS, the Fee Schedule is established by ordinance and requires a public hearing prior to enactment of any changes to the Fee Schedule.

NOW, THEREFORE, BE IT RESOLVED, the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, June 2, 2008 at 6:45 p.m. to allow interested citizens an opportunity to express their opinions regarding the proposed Amendment to Ordinance Establishing the Schedule of Fees for Zoning Permits.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #9871** adopted 10-0-0.

RESOLUTION #9872 by Councilman Jones, seconded by Councilman Lee.

BE IT RESOLVED that the Enfield Town Council agrees to accept \$1,000 from Carol A. Cleaver in exchange for a release of the Town's mortgage on her property at 8 Dartmouth Street, Enfield, Connecticut;

BE IT RESOLVED, that the promissory note from Carol A. Cleaver to the Town of Enfield dated February 17, 2006, which note was modified by mortgage note modification agreement dated July 6, 2006 shall remain in full force and effect.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #9872** adopted 10-0-0.

PUBLIC COMMUNICATIONS

Mrs. Lee, the Hazardville Section

Stated the Town doesn't have a leash ordinance. She noted she was under the impression that the dog park would have to get their own land. She disagreed with locating a dog park on Town property. She voiced concern out-of-town people will be coming into town to use this dog park.

COUNCILMEN COMMUNICATIONS

Councilman Dumont requested clarification as to whether Enfield has a leash law. Mr. Vindigni indicated he will provide information to the Council concerning this.

Chairman Kaupin stated there will be a quarterly Community Conversation on Tuesday, May 27th at Enfield Street School at 7:00 p.m.

ADJOURNMENT

MOTION #9873 by Councilman Ragno, seconded by Councilman Jones to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #9873** adopted 10-0-0, and the meeting stood adjourned at 9:52 p.m.

Respectfully submitted,

Jeannette Lamontagne
Secretary to the Council

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Appended to minutes of 05/19/2008
Regular Town Council Meeting
See Page 15

SUMMER, SEASONAL AND OTHER NON-UNION EMPLOYEES EFFECTIVE 7/1/2008

Prepared 2/27/2008

DEPARTMENT	POSITION	RETURNING EMPLOYEE	NEW BASE RATE	PREVIOUS BASE RATE
DPW	LABORER	8.75	8.50	8.25
	LIFEGUARD	9.50	9.25	8.75
	ASST HEAD LIFEGUARD	11.25	11.00	10.75
	HEAD LIFEGUARD	11.75	11.50	11.25
	WSI/SWIMMING INSTRUCTOR	10.25	10.00	9.75
	SWIM TEAM HEAD COACH	16.00	15.75	15.50
	Dolphins			
	SWIM TEAM COACH	11.25	11.00	10.75
	SWIM TEAM ASST COACH	9.25	9.00	8.75
	GATEKEEPER	8.50	8.25	8.00
	WATER AEROBICS INSTRUCTOR	12.50	12.25	12.00
	AQUATICS DIRECTOR	15.25	15.25	15.00
	CAMP ARTS & CRAFTS SP	10.25	10.00	9.75
	CAMP SPORTS SPECIALIST	10.25	10.00	9.75
	DANCE INSTRUCTOR	11.75	11.50	11.25
	REFEREE YOUTH	13.25 GAME	13.25 GAME	13.00 GAME
	REFEREE ADULT	24.25 GAME	24.25 GAME	24.00 GAME
	CPR 1 ST AID INSTRUCTOR	12.25	12.00	11.75
	TENNIS INSTRUCTOR	11.75	11.50	11.25
	SUMMER CLERK	9.25	9.00	8.75
	GYM SUPERVISOR	8.50	8.25	8.00
	PRE-SCHOOL/YOUTH INST	11.50	11.25	11.00
	PLAYGROUP SUPERVISOR	9.75	9.50	9.25
	ALAC SUPERVISOR	10.75	10.50	10.25
	SCOREKEEPER	8.50	8.25	8.00
	ART INSTRUCTOR	12.50	12.25	12.00
	AEROBICS INSTRUCTOR	13.50	13.25	13.00
	DIR OF GYM PROGRAMS	13.00	12.75	12.50
	ASST DIR OF GYM PROGRAMS	10.25	10.00	9.75
	CAMP DIRECTOR	13.00	12.75	12.50
	CAMP COUNSELOR	9.25	9.00	8.75
	HEAD CAMP COUNSELOR	11.25	11.00	10.75
	PER-SCHOOL INST AIDE	9.00	8.75	8.50
	INTERN	10.25	10.00	
	COURIER		10.34	10.04
FINANCE	TAX CLERK	9.25	9.00	8.75
	ASSESSOR CLERK	9.25	9.00	8.75
SOCIAL SVCS	TEACHER AIDE YEAR ROUND		11.66	11.33
	TEACHER AIDE SEASONAL		9.50	9.25
	TEACHER AIDE SUBSTITUTES		9.50	
	CDC 40 HOUR COOK		17.00	16.16
	CDC 35 HOUR COOK		16.30	15.83
	CONG LIV MEAL PROVIDER		8.75	8.50
	CONG LIV DIETICIAN		23.09	22.42
	NURSES PER DIEM		21.07	20.46
	CNA PER DIEM		12.14	11.79
	DIAL-A-RIDE DRIVER FT		12.73	12.36
	DIAL-A-RIDE DRIVER PT & SUBS		11.54/9.54	11.37/9.31
			DEPENDING ON LICENSE	
	YOUTH CTR ASST.S		11.46	11.13
	YOUTH CTR ASST S SUBS		9.64	9.36
	SENIOR CTR ASST		9.66	9.38
POLICE	FAMILY RESOURCE CTR CLERK		11.92	11.58
	NEIGH SERV ASST PT		10.60	10.30
	SCHOOL CROSSING GUARDS		12.31	11.96
	CROSSING GUARD SUBS		12.31	11.96
	AUXILLARY TRAFFIC OFFICERS		9.54	9.27
LIBRARY	KENNEL ASSISTANT		8.16	7.93
	LIBRARY SERVICES WORKER		10.60	10.30

	LIBRARY PAGES	9.25	9.00
	PT REFERENCE ASST.S	25.29	23.29
	SR MEDIA TECHNICIAN	12.00	
	MEDIA	9.00	
ALL	SEASONAL CLERICAL	9.25	8.75

RECORDING SECRETARY 90.00/per mtg under 2 hours
140.00/per mtg over 2 but under 3 hours
180.00/per mtg over 3 but under 4 hours
240.00/per mtg over 4 hours

This list is inclusive of current positions. New positions may be added at different rates as the need for new programs develop.

Employees who have worked for the Town satisfactorily in a previous year may be paid at the returning rate of pay should their prior service merit same. It is not necessary that they return to the same position for this rate of pay.

Appended to minutes of 05/19/2008
Regular Town Council Meeting
See Page 18

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

<u>TO:</u> Account{s} or Fund		<u>FROM:</u> Account{s} or Fund	
4400-630 Food – Food Related	\$6,000.00	4400 – 14250 Recreational Program Fees	\$6,000.00
TOTAL	\$6,000.00	TOTAL	\$6,000.00

APPROVED BY:	Town Manager	Date:
---------------------	---------------------	--------------

RESOLUTION NO.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the above transfer is hereby made.

CERTIFICATION: I hereby certify that the above-stated funds are available as of

A. Lynn Nenni, Director of Finance

Appended to minutes of 05/19/2008
Regular Town Council Meeting
See Page 18

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

<u>TO:</u> Account{s} or Fund		<u>FROM:</u> Account{s} or Fund	
220-01-0040-4500-6079-339 DMHAS Grant- Professional Services	\$5,000.00	220-01-0040-4500-6079-550 DMHAS Grant-Printing and Reproduction	\$5,000.00
TOTAL	\$5,000.00	TOTAL	\$5,000.00

APPROVED BY:	Town Manager	Date:
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RESOLUTION NO.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the above transfer is hereby made.

CERTIFICATION: I hereby certify that the above-stated funds are available as of

A. Lynn Nenni, Director of Finance

Appended to minutes of 05/19/2008
Regular Town Council Meeting
See Page 18

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

<u>TO:</u> Account{s} or Fund		<u>FROM:</u> Account{s} or Fund	
0220-01-0040-4320-00000-0630-00 (Food)	\$5,780.00	0220-01-0040-4320-00000-0322-00 (Professional Development)	\$2,450.00
0220-01-0040-4320-00000-0611-00 (Instructional Supplies)	\$1,000.00	0220-01-0040-4320-00000-0330-00 (Professional Services – Other)	\$2,330.00
		0220-01-0040-4320-00000-0130-00 (Temp Seasonal)	\$2,000.00
TOTAL	\$6,780.00	TOTAL	\$6,780.00

APPROVED BY:	Town Manager	Date:
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RESOLUTION NO.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the above transfer is hereby made.

CERTIFICATION: I hereby certify that the above-stated funds are available as of 5-14-08

A. Lynn Nenni, Director of Finance

Appended to minutes of 05/19/2008
Regular Town Council Meeting
See Page 18

**TOWN OF ENFIELD
REQUEST FOR TRANSFER OF FUNDS
INTERNAL REQUEST**

TO: Account{s} or Fund		FROM: Account{s} or Fund	
1210-580-00	\$5,000.00	1210-0334-00	\$5,000.00
TOTAL	\$5,000.00	TOTAL	\$5,000.00

JUSTIFICATION: The account for travel reimbursement (1210-580) needs funding for the rest of Fiscal Year 2007/2008 travel estimates to support remote locations of the Enfield Public Schools.

		DATE
Requested by:	Dept/Agency	5/8/08
Reviewed by:	Director of Finance	
Approved by:	Town Manager	

ENFIELD TOWN MANAGER

NOTE: This format to be used only to transfer funds within your division's program summary level of detail. All other transfers must be approved by the Enfield Town Council.

TO:

FROM:

CERTIFICATION

I hereby certify the amount of \$ 5,000 is available from Account #__1210-0334-00 as of 4/1/2008. Additionally, this internal transfer meets the guidelines established by the Town of Enfield Town Council.

Lynn Nenni, Director of Finance

**TOWN OF ENFIELD
REQUEST FOR TRANSFER OF FUNDS**

TO: Account{s} or Fund		FROM: Account{s} or Fund	
100-01-80-8030-0000-930-01	\$ 3,500	100-01-70-7080-0000-890-00	\$ 3,500
Fund Transfer to Capital Fund		Celebrations	
310-01-2008-1210-8732-734-00	\$ 3,500	310-01-000-000-18010-000-00	\$ 3,500
ETV		Contribution from General Fund	
TOTAL	\$	TOTAL	\$

JUSTIFICATION:

Correction of account numbers listed on the council transfer for E-TV funding adopted on consent agenda at the 5/19/2008 Council meeting.

	DATE
Requested by: _____ Dept/Agency	
Reviewed by: _____ Director of Finance	
Approved by: _____ Town Manager	

**ENFIELD TOWN COUNCIL
RESOLUTION NO.**

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO:

FROM:

CERTIFICATION

I hereby certify the amount of \$ _____ is available from Account # _____ as of _____, 2008.

A. Lynn Nenni, Director of Finance

Appended to minutes of 05/19/2008
Regular Town Council Meeting
See Page 18

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

<u>TO:</u> Account{s} or Fund		<u>FROM:</u> Account{s} or Fund	
8030-441 Rental -Land/Buildings	\$5,500	7080-890 Celebrations and Special Events	\$5,500
TOTAL	\$5,500	TOTAL	\$5,500

APPROVED BY:	Town Manager	Date:
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RESOLUTION NO.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the above transfer is hereby made.

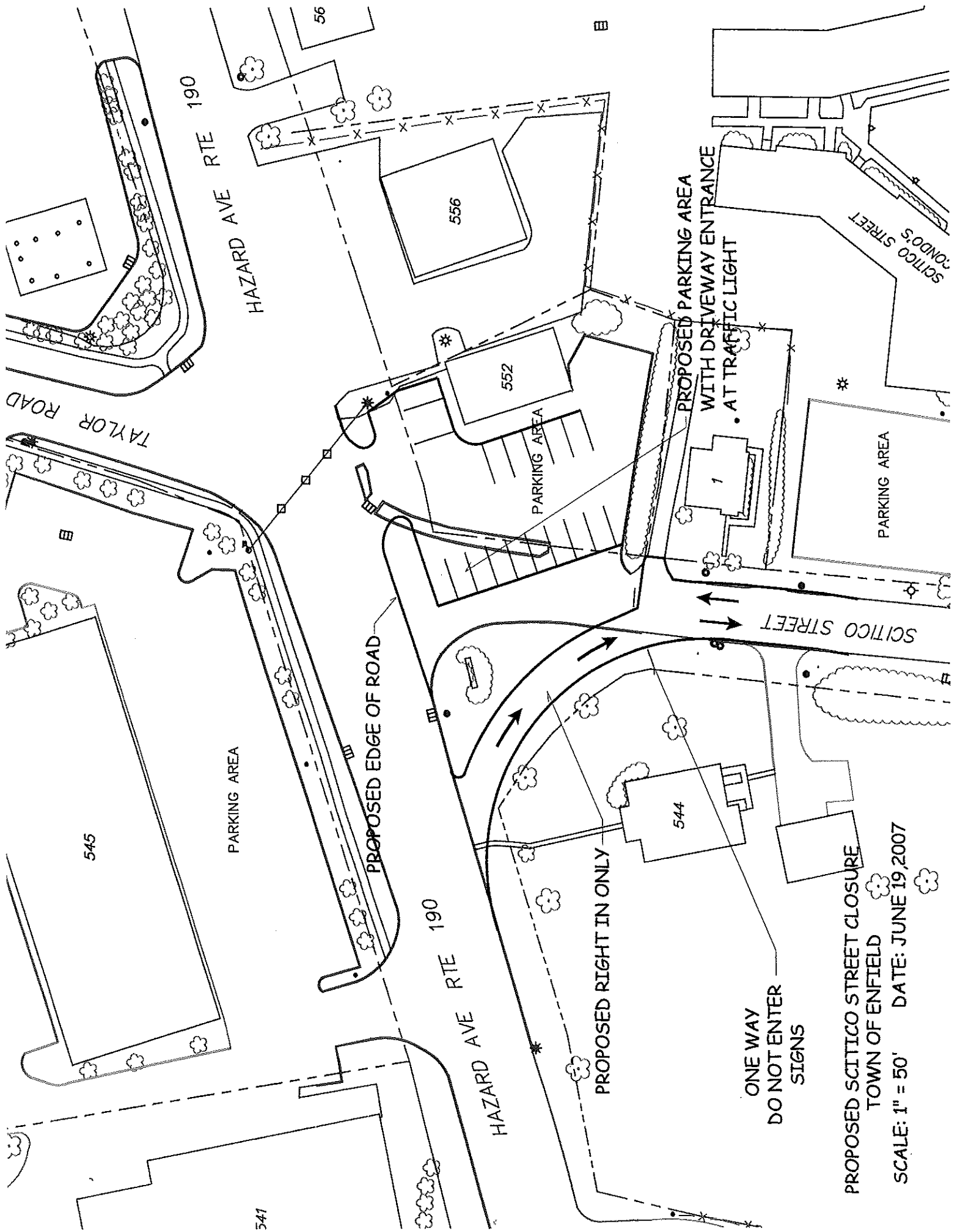
To: Rental-Land/Buildings \$5,500

From: Celebrations and Special Events \$5,500

CERTIFICATION: I hereby certify that the above-stated funds are available as of May 14, 2008.

A. Lynn Nenni, Director of Finance

old business



PROPOSED SCITICO STREET CLOSURE
TOWN OF ENFIELD
SCALE: 1" = 50' DATE: JUNE 19, 2007

new business



TOWN OF ENFIELD

May 30, 2008

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Bid Waiver and Transfer- Police Motorcycles \$26,500

Councilors:

Background:

As Council is aware, the lease for the two police motorcycles will be expiring in June. Staff has reviewed our options related to the motorcycles and believes it is in the best interest of the Town to purchase these two motorcycles from New England Police Vehicle Leasing, Corp, North Hampton, New Hampshire for \$26,500.

The Police Department believes the motorcycle program has been very successful since its implementation in 2006. The motorcycles provide flexibility to the traffic enforcement division in keeping the Town's busy streets safe. Additionally, with the increase of fuel costs, the motorcycles present a cost effective tool in patrol compared to the less fuel efficient police cruisers.

To effectuate the purchase of these two motorcycles, it will be necessary to waive the Town's bidding requirements. The current bid limit is \$15,800. Staff believes this is the best course of action for the following reasons:

1. We would keep the motorcycles we currently have.
2. In keeping the current motorcycles, the investment already made in customization (lettering, lighting, and storage) would not be lost nor would we have to pay for this if we leased new motorcycles.
3. These motorcycles have low mileage (both have approximately 4,000 miles).

Budget Impact:

The Police Department was able to find the required funding for the purchase within their existing 2007-08 budget.

Office of the Town Manager
820 Enfield Street
Enfield, Connecticut 06082

Telephone (860) 253-6350
Fax (860) 253-6310
www.enfield-ct.gov



TOWN OF ENFIELD

Recommendation:

It is recommended by the Chief of Police as well as the Director of Public Safety that Council grant a waiver from the Town's bidding requirements and transfers the recommended money to the Public Safety Capital Improvement Account.

Respectfully Submitted,

Matthew W. Coppler
Town Manager

Attachments:

1. Resolution for Bid Waiver
2. Resolution Requesting Transfer of Funds

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

Resolution Regarding Bid Waiver for the Purchase of Two Motorcycles

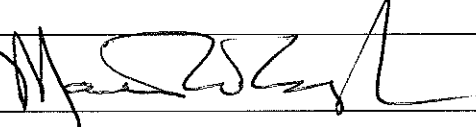
BE IT RESOLVED, that the Town Council of the Town of Enfield has determined that inviting bids for the Town's purchase of two motorcycles would be against the best interest of the Town and therefore waives the bid process and approves the purchase of two motorcycles from New England Police Vehicle Leasing Corp., North Hampton, New Hampshire, for \$26,500.

BE IT FURTHER RESOLVED, that the Town Manager is hereby authorized to execute any documents required to effectuate the purchase of the two motorcycles.

Date Prepared: May 30, 2008
Prepared by: Town Manager's Office

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

<u>TO:</u> Account{s} or Fund		<u>FROM:</u> Account{s} or Fund	
0100-8030-0930 Transfers out	\$26,500.00	0100-2100-322 Professional Development	\$7,500.00
		2100-442 Rental- Equip/Vehicles	\$10,200.00
		2100-535 Postage	\$1,000.00
		2100-580 Travel	\$2,000.00
		2100-590 Other Purchased Services	\$1,800.00
		2100-810 Dues & Fees	\$4,000.00
TOTAL	\$26,500.00	TOTAL	\$26,500.00

APPROVED BY:		Town Manager	Date: 05/30/08
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RESOLUTION NO.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the above transfer is hereby made.

CERTIFICATION: I hereby certify that the above-stated funds are available as of May 30, 2008.

 5/30/2008
A. Lynn Nenni, Director of Finance

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

TO: Account{s} or Fund		FROM: Account{s} or Fund	
310-2100-08730-732 Public Safety	\$26,500.00	CIP Transfers In 310-18010	\$26,500.00
TOTAL	\$26,500.00	TOTAL	\$26,500.00

APPROVED BY: 	Town Manager	Date: 05/30/08
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RESOLUTION NO.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the above transfer is hereby made.

CERTIFICATION: I hereby certify that the above-stated funds are available as of May 30, 2008.

 5/30/2008
A. Lynn Nenni, Director of Finance

items for discussion



TOWN OF ENFIELD

May 15, 2008

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: 250 South Road - Appraisal Fees

Councilors:

Background: The professional services of Leary Counseling and Valuation, Inc. for the appraisal of Cuno, Inc., 250 South Road is required.

Budget Impact:

The amount of the funds needed is \$2,500.00. There are no available funds to cover this expenditure.

Recommendation:

The Town Council approve the transfer so that the appraisal can be performed.

Respectfully Submitted,


Della Confer
Deputy Assessor

Attachments:

1. Resolution.

ENFIELD TOWN COUNCIL

REQUEST FOR TRANSFER OF FUNDS

<u>TO:</u> Account{s} or Fund		<u>FROM:</u> Account{s} or Fund	
1830-0335 Land & Building Services	\$2,500.00	8030-0840 Contingency	\$2,500.00
TOTAL	\$2,500.00	TOTAL	\$2,500.00

APPROVED BY:

Town Manager

Date:

5/29/08

RESOLUTION NO.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the above transfer is hereby made.

TO:	1830-0335 Land & Building Services	\$2,500.00
-----	------------------------------------	------------

FROM: 8030-0840 Contingency	\$2,500.00
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CERTIFICATION: I hereby certify that the above-stated funds are available as of May 15, 2008.

Hy Nn

A. Lynn Nenni, Director of Finance



TOWN OF ENFIELD

May 22, 2008

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: \$30.00 Transfer of Funds for Conservation Commission Accounts

Councilors:

Background:

At its May 13, 2008 meeting the Enfield Conservation Commission voted to request that staff initiate a transfer of \$30.00 into the 6500-0322 (Professional Development) account so that Commissioner Natalie George could be reimbursed for her expenses in attending a Connecticut Land Conservation Council (CLCC) workshop. The cost to her was \$60.00 and the remaining funds in the account are only \$30.00. Therefore we are asking for a transfer of \$30.00 from 6500-0890 (Miscellaneous).

Budget Impact:

This is a transfer of approved funding from the "Miscellaneous" category and should therefore have no impact on the budget.

Recommendation:

In accordance with the Conservation Commission's wishes I recommend that the funds be transferred.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "José Giner", is written over a horizontal line.

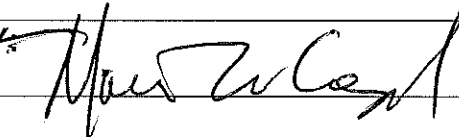
José Giner, AICP
Director of Planning

Attachments:

1. Resolution.
2. Registration Form with cancelled check

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

<u>TO:</u> Account{s} or Fund		<u>FROM:</u> Account{s} or Fund	
6500-0322	30.00	6500-0890	30.00
TOTAL	30.00	TOTAL	30.00

APPROVED BY: 	Town Manager	Date: 5/20/08
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RESOLUTION NO.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the above transfer is hereby made.

CERTIFICATION: I hereby certify that the above-stated funds are available as of May 22, 2008.


A. Lynn Nenni, Director of Finance

Registration Form

Due by March 21st.

Name: Natalie C. George
 Affiliation: Enfield Conservation Commission
 Address: 304 Brainard Rd #22, Enfield Ct 06082

Morning Sessions I

- ☐ A. Conservation Initiatives in Congress and the CT General Assembly
- ☐ B. Creating a Fundraising Plan
- ☐ C. Is Accreditation Right for Your Land Trust?
- ☐ D. Forest Stewardship for Land Trusts in Southern New England
- ☒ E. Habitat-based Management Planning
- ☐ F. Practical Crafting and Negotiating of Conservation Easements

Afternoon Sessions II

- ☐ A. Increasing Your Community Influence
- ☐ B. The Search for Major Donors
- ☐ C. The Business of Running a Land Trust
- ☒ D. Establishing an Easement Monitoring Program
- ☐ E. Anatomy of a Transaction
- ☐ F. Initiating Successful Relationships with Landowners


Afternoon Sessions III

- ☐ A. Climate Change and Impacts on Land Trusts
- ☐ B. (To Be Determined)
- ☐ C. Regional Service Centers for Local Land Trusts
- ☐ D. Determining Stewardship Costs for Land Trust Properties
- ☒ E. State and Local Wildlife Plans
- ☐ F. Preserving Land and Historic Resources

Please make checks payable to "CLCC" and mail this form to the address below.

REGISTRATION FEE: \$40 CLCC MEMBERS, \$50 NON-MEMBERS
 (Add \$10 for registration after March 21st. Add \$18 for session IIID).

Mail to: CLCC Conference, c/o The Nature Conservancy
 55 High St.
 Middletown, CT 06457

 NATALIE C GEORGE 304 BRAINARD RD UNIT 22 ENFIELD, CT 06082		2094 51-7010/2111
PAY TO THE ORDER OF <u>CLCC</u>		<u>March 20 2008</u>
\$ <u>60.00</u>		
- Sixty and no/100 -		
WEBSTER BANK		DOLLARS
For <u>Conf. 4/15/08</u>		WebsterOne Account
121117010110 0045029709 2094		Security features are included. Details on back.

4/22/08

Charge:
 Conservation Commission

6500-0322



TOWN OF ENFIELD

May 22, 2008

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Approval of transfer for HR overtime

Councilors:

Background:

The HR Department asks that the Council approve a transfer within the Department from legal to overtime in the amount of \$160. The Department incurred the cost as a result of the police testing on January 19, 2008. The entire HR staff worked that Saturday as well members of the police department, a volunteer and the Records Assistant. The Records Assistant is entitled to compensation and for this reason I ask that the Council approve the transfer.

Budget Impact:

As this is an intra-department transfer the budget will not be impacted.

Recommendation:

I recommend that the Council approve this resolution.

Respectfully Submitted,


William E. Mahoney, Director
Human Resources


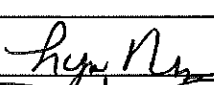
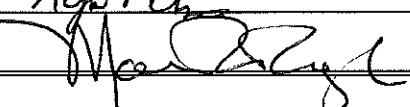
Attachments:

1. Resolution
2. Request for transfer of funds

TOWN OF ENFIELD
REQUEST FOR TRANSFER OF FUNDS

TO: Account{s} or Fund		FROM: Account{s} or Fund	
1700-140	160.00	1700-332	160.00
TOTAL	160.00	TOTAL	160.00

JUSTIFICATION: To pay overtime costs for the records assistant who assisted at the police testing on January 19, 2008.

Requested by: William E. Mahoney		Human Resources Dept/Agency	5-22-08
Reviewed by: 		Director of Finance	5/28/2008
Approved by: 		Town Manager	5/29/08

ENFIELD TOWN COUNCIL

RESOLUTION NO.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

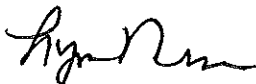
TO: Account 1700-140 \$160.00

FROM: Account 1700-332 \$160.00

CERTIFICATION

**I hereby certify the amount of \$160.00
Account # 1700-332
as of 5-22-08.**

is available from



Lynn Nenni, Director of Finance



TOWN OF ENFIELD

May 22, 2008

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Approval of transfer for HR advertising

Councilors:

Background:

The HR Department asks that the Council approve a transfer within the Department from legal to advertising in the amount of \$3,000. This year the Department incurred the unanticipated costs of the CTO advertising as well as the unanticipated advertising costs associated with the Early Retirement Incentive Program.

Budget Impact:

As this is an intra-department transfer the budget will not be impacted.

Recommendation:

I recommend that the Council approve this resolution.

Respectfully Submitted,


William E. Mahoney, Director
Human Resources

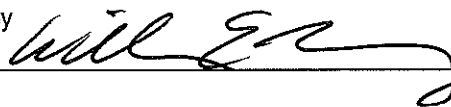
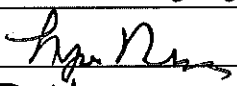
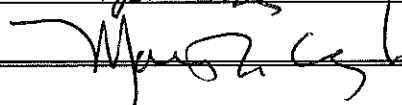
Attachments:

1. Resolution
2. Request for transfer of funds

TOWN OF ENFIELD
REQUEST FOR TRANSFER OF FUNDS

<u>TO:</u> Account{s} or Fund		<u>FROM:</u> Account{s} or Fund	
1700-540	3,000.00	1700-332	3,000.00
TOTAL	3,000.00	TOTAL	3,000.00

JUSTIFICATION: To pay advertising costs for CTO, and other positions as a result of the ERIP.

Requested by: William E. Mahoney		Human Resources Dept/Agency	5-22-08
Reviewed by:		Director of Finance	5/28/2008
Approved by:		Town Manager	5/29/08

ENFIELD TOWN COUNCIL

RESOLUTION NO.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO: Account 1700-540 \$3,000.00

FROM: Account 1700-332 \$3,000.00

CERTIFICATION

**I hereby certify the amount of \$3,000.00
Account # 1700-332
as of 5-22-08.**

is available from



Lynn Nenni, Director of Finance



711 5/20/08

TOWN OF ENFIELD

June 2, 2008

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Ratification of CSEA Supervisory Union

Councilors:

Background:

On May 14, 2008 CSEA Supervisory Unit Local 760 ratified a four year contract with the Town. The Supervisory Unit represents Town employees in supervisory positions. The contract calls for changes in wages, employees health insurance premium contribution, a restriction on disability income protection, and eligibility for supplemental insurance upon attaining age 65. The increases in the employee's premium share for health insurance shall increase from 10% to 12.5% on July 1, 2008. The Council was briefed on the terms of the new agreement in executive session on May 1, 2008.

Budget Impact:

The contract calls for wage increases of 4% on January 1, 2009, 3% July 1, 2009, 2 % July 1, 2010 and 2 1/2% July 1, 2011. Additionally, employees who are not at the maximum step will be eligible for a merit step increase on the last day of the contract, June 30, 2012.

Recommendation:

This office recommends that this resolution be approved

Respectfully Submitted,

William E. Mahoney, Director
Human Resources

Attachments:

1. Resolution.

ENFIELD TOWN COUNCIL

JUNE 2, 2008

RESOLUTION NO. _____

Resolution Regarding a Four-Year Collective Bargaining Agreement
Local 760 Supervisory Unit

RESOLVED, that the Enfield Town Council does hereby approve the four (4) year collective bargaining agreement between the Town of Enfield and the Connecticut State Employee's Union Local 760 Supervisory Unit dated July 1, 2008 through June 30, 2012.

Prepared by W. Mahoney, Human Resources
May 22, 2008



TH 5/22/08

TOWN OF ENFIELD

May 20, 2008

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Historic Documents Preservation Grant

Councilors:

Background:

The Town of Enfield has been awarded a grant in the amount of \$12,000 to begin microfilming our vital records. In order to receive the funds awarded and begin work on the project, the attached resolution authorizing the town manager to execute and deliver the contract must be approved.

Budget Impact:

There will be no budget impact on the town budget.

Recommendation:

That the Town of Enfield Town Council approve this resolution of authorization.

Respectfully Submitted,

Suzanne F. Olechnicki
Town Clerk

Attachments:

1. Resolution.

Enfield Town Council
Resolution #_____

Resolution Regarding Historic Documents Preservation Grant

RESOLVED: That Matthew W. Copper, Town Manager, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for a Historic Documents Preservation Grant.

Prepared by Suzanne Olechnicki, Town Clerk
May 22, 2008



TOWN OF ENFIELD

May 27, 2008

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Acceptance of Yale Court extension

Councilors:

Background:

On January 12, 2006 the Planning and Zoning Commission approved PH#2536– Re-Subdivision of a 6.2 acre parcel into two residential lots on property located at the end of Yale Court.

As a condition of approval the developer was required to construct an extension to the existing Yale Court to be built to the Town's specifications for acceptance upon completion of the project.

The subdivision has been completed and the developer is asking the Town to accept the extension. The Public Works director has signed off the required checklist and the Town Attorney has reviewed the deeds and found them acceptable as to form.

Budget Impact:

The only budget impact would be for the cost of snow plowing and long-term care and maintenance of the roadway and associated drainage system. This would be coming out of the DPW operating budget. The Town has been plowing and maintaining Yale Court.

Recommendation:

It is recommended that the Town accept the road extension.

Respectfully Submitted,

José Giner, AICP
Director of Planning

Attachments:

1. Resolution.
2. Town Attorney's Communication
3. Engineering Communication
4. Public Works Director Checklist

ENFIELD TOWN COUNCIL
RESOLUTION #_____

Resolution Regarding the Acceptance of Yale Court Extension

- WHEREAS, on January 12, 2006, the Planning and Zoning Commission of the Town of Enfield did approve PH#2536– Re-Subdivision of a 6.2 acre parcel into two residential lots on property located at the end of Yale Court, zoned R-33, Map 18, Lot 281, Ridgewood Homes of Connecticut, LLC, Applicant/Owner; and
- WHEREAS, as a condition of approval Yale Court was required to be extended to the specifications for public roads and deeded to the Town for acceptance upon completion of the subdivision; and
- WHEREAS, the extension has been completed, the improvements inspected and the checklist for acceptance of public improvements for this project has been signed off by the Director of Public Works; and
- WHEREAS the developer has submitted a deed to the Town of Enfield; and
- WHEREAS the Town Attorney has reviewed the deed and has approved it as to form;
- NOW, THEREFORE, BE IT RESOLVED that the Enfield Town Council does hereby accept and will record the deed for the extension of Yale Court.

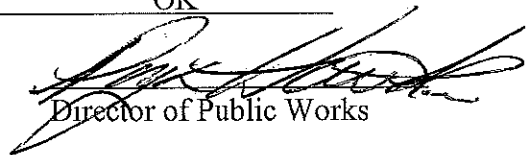
Prepared by Jose Giner, Planning Director
May 29, 2008

PUBLIC WORKS DEPARTMENT
CHECKLIST REPORT FOR ACCEPTANCE OF STREETS

NAME OF STREET 40' extension of Yale Court

- | | |
|----------------------------|---|
| 1. Street Grading and Base | <u>OK</u> |
| 2. Final Grading | <u>OK</u> |
| 3. Curbs and Gutters | <u>OK</u> |
| 4. Sidewalks | <u>N/A</u> |
| 5. Street Signs | <u>N/A</u> |
| 6. Monuments | <u>OK</u> |
| 7. Sanitary Sewers | <u>Pre-existing</u> |
| 8. Storm Sewers | <u>N/A</u> |
| 9. Fire Hydrant | <u>OK</u> |
| 10. Street Trees | <u>OK</u> |
| 11. Cul-de-sac | <u>N/A</u> |
| 12. Grade of Road | Minimum <u>5.0 %</u> Maximum <u>5.0 %</u> |
| 13. Open Spaces | <u>N/A</u> |
| 14. Final Profile | <u>N/A</u> |
| 15. Final Plan | <u>OK</u> |
| 16. Deed for Street | <u>OK</u> |

Recommend Acceptance Date: 3/13/08


Director of Public Works

Referred to Planning & Zoning Date: _____

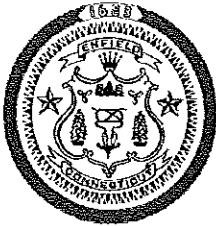
Town Clerk

Approved by Planning & Zoning Date: _____

Town Planner

Final Acceptance by Council Date: _____

Resolution Number _____



OFFICE OF THE TOWN ATTORNEY

TO: José Giner
Director of Planning and Community Development

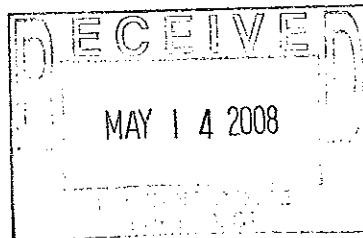
FROM: Kevin M. Deneen
Town Attorney

DATE: May 13, 2008

SUBJECT: Ridgewood Homes of Connecticut, LLC
Warranty Deed

The Warranty Deed, dated November 16, 2006 from Ridgewood Homes of Connecticut, LLC to the Town of Enfield has been reviewed and is approved as to form.

The accuracy of the legal description has not been reviewed and is subject to the approval of the Town Engineer.





TOWN OF ENFIELD

May 28, 2008

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Social Services Fund Balance- Recreation Equipment Transfer

Background

The Child Development Center would like to have the balance of funds from the Department of Education Minor Capital Improvement and Wiring for Technology Grant, awarded in 2007 for two years, appropriated to Recreation Equipment. These funds are now in the Social Services Fund Balance. This two year grant totaled \$32,812 for the improvement of the playground at the Family Resource Center on High Street. This appropriation will allow for outdoor recreational equipment to be purchased with remaining grant funds and has been approved by the State Department of Education.

Budget Impact:

The allocation of \$14,077.88 originally from the State of Connecticut Department of Education Minor Capital Improvement and Wiring for Technology Grant to Recreation Equipment will have no impact on the Town of Enfield budget. This action by the Council will allow for the expenditure of the remaining capital funding from the State of Connecticut, which has already been received by the Town of Enfield.

Recommendation:

That the Town of Enfield Town Council approve the transfer from the Social Service Fund Balance funds from the Minor Capital Improvement and Wiring for Technology Grant to the Child Development Center Recreation Equipment.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Pamela B.", is written over a horizontal line.

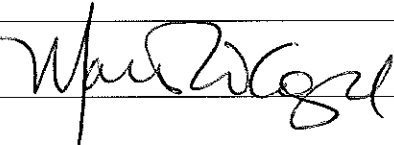
Pamela Brown
Director of Social Services

Attachments:

1. Transfer/Resolution

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

<u>TO:</u> Account{s} or Fund		<u>FROM:</u> Account{s} or Fund	
220-01-40-4320-6078-735-00 Recreational Equipment	\$14,077.88	220-01-40-4320-19020-000-00 Social Service Fund Balance	\$14,077.88
TOTAL	\$14,077.88	TOTAL	\$14,077.88

APPROVED BY: 	Town Manager	Date: 05/30/08
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RESOLUTION NO.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the above transfer is hereby made.

TO: 220-01-40-4320-6078-735-00 Recreational Equipment \$14,077.88

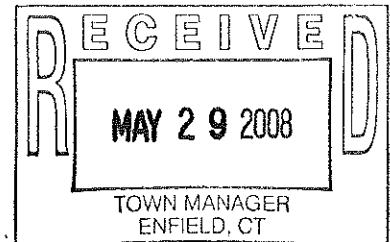
FROM: 220-01-40-4320-19020-000-00 Social Service Fund Balance \$14,077.88

CERTIFICATION: I hereby certify that the above-stated funds are available as of May 28, 2008.


A. Lynn Nenni, Director of Finance



TOWN OF ENFIELD



May 28, 2008

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Transfer Request Fleet Services

Councilors:

Background:

The Fleet Division's gas/diesel account budget (3800-0626) is very close to a zero (0) balance and the remaining weeks in fiscal 2007/2008 based on last years usage during same period would indicate the need for an additional 15,000 gallons of gas and 14,500 gallons of diesel above current stock at a cost of \$76,000. The current balance of \$37,338.77 and PO balances of \$11,095.22 do not reflect outstanding invoices for product already delivered. The total for outstanding obligations is \$36,959.19 leaving a balance of \$379.58.

Budget Impact:

The money to supplement the Fleet Service gas/diesel account is being requested from the Contingency Fund Account.

Recommendation:

That the Town Council approve the transfer of money from the Contingency Fund Account to the Fleet Service gas/diesel account to complete fiscal year 07/08.

Respectfully Submitted,

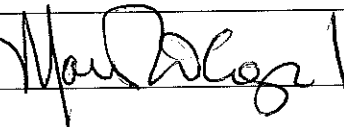

Piya Hawkes
Director, Public Works

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

TO: Account{s} or Fund		FROM: Account{s} or Fund	
0100-01-0030-3800-00000-0626	\$76,000.00	100-01-80-8030-000-840-00	\$76,000.00
TOTAL	\$76,000.00	TOTAL	\$76,000.00
TOTAL		TOTAL	

APPROVED BY: 	Town Manager	Date: 5/29/08
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RESOLUTION NO.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the above transfer is hereby made.

CERTIFICATION: I hereby certify that the above-stated funds are available as of May 28, 2008.


A. Lynn Nenni, Director of Finance



TOWN OF ENFIELD

May 28, 2008

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Funds Transfer Town Hall Exterior

Councilors:

Background:

The parking lot at the Town Hall was repaved by Hinckley Construction last fall (2007) as part of the overall renovations to the Town Hall exterior. A purchase order was prepared for Hinckley Construction; however the funds were not sufficient to cover the necessary work.

Budget Impact:

The transfer resolution requests the reallocation of \$24,000.00 from the Old Town Hall capital improvement project (CIP) to the Town Hall Exterior CIP account. Presently all work required by out side services in support of the Old Town Hall renovation are complete to date. The additional funds are required in the Town Hall Exterior CIP account to pay for the reconstruction of the parking lot.

Recommendation:

It is recommended the Town Council adopt the proposed transfer resolution to pay for the reconstruction of the parking lot at the Town Hall.

Respectfully Submitted,

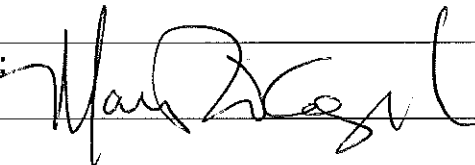
Piya Hawkes
Director, Public Works

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

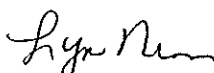
<u>TO:</u> Account{s} or Fund		<u>FROM:</u> Account{s} or Fund	
3400-8126 Town Hall Exterior	\$24,000.00	3400-8111 Old Town Hall	\$24,000.00
TOTAL	\$24,000.00	TOTAL	\$24,000.00

APPROVED BY:		Town Manager	Date: 5/30/08
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RESOLUTION NO.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the above transfer is hereby made.

CERTIFICATION: I hereby certify that the above-stated funds are available as of May 28, 2008

 5/30/2008
A. Lynn Nenni, Director of Finance

ENFIELD TOWN COUNCIL
RESOLUTION # _____

Resolution Amending Section 14-32 of the Enfield Code of Ordinances, Building Fees

WHEREAS, the 2008-09 Budget for the Town of Enfield includes revenues from increased fees for Building Permits issued by the Division of Building Inspection; and

WHEREAS, a Public Hearing has been held in accordance with Charter requirements on June 2, 2008; and

WHEREAS, it has been determined this is in the best interest of the Town of Enfield to make changes to the Building Permit Fees.

NOW, THEREFORE, BE IT RESOLVED that the Enfield Town Council does hereby adopt the amended and revised fee schedule ordinance heretofore attached as "Attachment A"

Date Prepared: May 30, 2008
Prepared by: Town Manager's Office

Attachment A

Section 14-32 of the Enfield Code of Ordinances is hereby amended by deleting Section 14-32 in its entirety and inserting in place thereof the following:-

Fees for permits issued by the division of building inspection shall be:

FEE SCHEDULE

(a) New construction and alterations per \$1000.00 or fraction thereof	\$15.00
(b) Demolition per \$1000.00 or fraction thereof	\$15.00
(c) Moving a building per \$1000.00 or fraction thereof	\$15.00
(d) Mechanical permits per \$1000.00 or fraction thereof	\$15.00
(e) Minimum fee for any permit	\$30.00
(f) Residential sewer construction	\$50.00
(g) Commercial sewer construction	\$200.00
(h) Removing a stop work order	\$100.00

(i) Except for emergencies, fees shall be doubled for work started before permit issuance.

(j) When a permit is issued, any fees paid are non-refundable.

(k) Permits for work on a Town of Enfield owned structure are exempt from the fees in this schedule.

(l) The value of the work being done includes labor and materials at fair market rates.

The value of new construction shall be determined by using approved, established construction costing data such as the International Code Council Building Valuation Data or the Marshall & Swift Residential Cost Handbook.

ENFIELD TOWN COUNCIL
RESOLUTION # _____

**Resolution to Amend §66-97, Zoning Permit Fee
Schedule Ordinance**

WHEREAS, as part of the 2008-09 Budget for the Town of Enfield, the Town Council decided to eliminate the fee for zoning applications related to the construction of new single family homes; and

WHEREAS, a Public Hearing has been held in accordance with Charter requirements on June 2, 2008; and

WHEREAS, it has been determined this is in the best interest of the Town of Enfield to make changes to the Fees for Zoning Permits.

NOW, THEREFORE, BE IT RESOLVED that the Enfield Town Council does hereby adopt the amended and revised fee schedule ordinance heretofore attached as "Attachment A"

Date Prepared: May 30, 2008
Prepared by: Town Manager's Office

Attachment A

Section 66-97 of the Enfield Code of Ordinances is hereby amended as follows:-

Sec. 66-97 Zoning permit fee schedule

In order to help offset the costs of Zoning Review and inspections by the Zoning Enforcement Official or other duly authorized Planning staff the following schedule of fees for a zoning permit to be paid at the time of application to the Planning and Community Development Office is hereby adopted pursuant to the provisions of Section 8-1c of the Connecticut General Statutes: (These fees are in addition to any other fees that may be required for Enfield Planning and Zoning Commission actions.)

Residential Permits	
New Single-Family Houses	\$0.00
Single and New Two Family Houses	\$100.00
New Multi-Family Dwellings	\$150.00
Conversions	\$100.00
Additions	\$ 50.00
Accessory Structures ≤100 sq. ft.	\$ 20.00
Accessory Structures > 100 sq. ft.	\$ 40.00
Home Occupation Registration	\$ 5.00
Commercial Permits	
New Building	\$100.00 + .0025 per sq. ft.
Building Addition	\$ 75.00 + .0025 per sq. ft.
Accessory Structures	\$ 70.00 + .0025 per sq. ft.
Signs	\$ 20.00 + \$1.00 per sq. ft.
Temporary Signs	\$ 35.00
Site Work without a building permit	\$ 50.00
Excavation & Fill	\$ 10.00 per 1,000 cubic yards
Open Lot Sales - short term	\$ 50.00
Open Lot Sales - long term	\$100.00
Sidewalk Sales Events	\$ 35.00
Enforcement fee: All fees above are doubled if work begins prior to the issuance of a permit	
NOTE: All applications shall require an additional non-refundable surcharge required by the State of Connecticut in an amount pursuant to Section 22a-27j of the Connecticut General Statutes as may be amended from time to time. (Currently \$30.00)	

EFFECTIVE DATE